



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

SHERIFF'S LIEUTENANT

Class No. 005780

■ CLASSIFICATION PURPOSE

To assist in the command of a division, or command a detail; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

Lieutenants assist in the general supervision of a division, or supervise a specialized detail in the Sheriff's department. Lieutenants have a wider scope of supervisory duties and more administrative responsibility than Sergeants. They are distinguished from Captains in that Captains are assigned overall responsibility for a division of the department with Lieutenants assisting them in the general supervision of the division.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Enforces and investigates violations of the laws of the State of California, using established and proper law enforcement techniques, policies, procedures, regulations, and complying with the law.
2. Supervises a detail of deputies and sergeants.
3. Intervenes immediately in potentially violent emergency situations, giving verbal commands in a loud, clear, understandable voice to involved persons or members of the public; establishes control of situations and directs movements of civilians; provides immediate emergency medical assistance with the ability to lift 100 pounds to waist-level, drag 200 pounds 50 feet, apply first aid, CPR, or other approved techniques to help any injured or incapacitated person.
4. Chases crime perpetrators or other suspects, using a vehicle and driving at high speeds, often under dangerous conditions; engages in chases by foot, which may involve running fast for short distances, then exerting physical force for minutes at a time, jumping across or over objects, climbing various structures, or subsequently apply physical force against individuals, who may be distraught, disoriented, intoxicated, angry, hostile, violent, or medicated.
5. Investigates crimes, traffic accidents, or other public safety incidents by carefully questioning and observing victims, complaining parties, witnesses, suspects, and/or others with relevant information; secures crime scenes or sites of traffic accidents; stands, walks, or sits for long periods of time; identifies and protects physical evidence from destruction or contamination, and controls access in accordance with training and departmental policy; conducts field sobriety tests, as needed.
6. Makes appropriate judgments of needed actions for a wide variety of situations, including legal jurisdiction for interventions; adapts responses, according to established departmental policy, criminal codes, conditions, and specifics of a situation; uses sound, professional judgment and common sense to request assistance of other law enforcement officers, public health or safety officials, emergency medical personnel and/or medical examiners staff.
7. Maintains accurate manual or electronic notes and logs of investigation, crimes, arrests, vehicle accidents or other incidents during shift; prepares accurate and thorough written documentation and reports, as directed by department policy.
8. Provides advice and information to citizens regarding decisions, departmental policies, and methods of follow-up; serves as primary contact with public; provides information or referrals to know community resources, medical facilities, special divisions of the department or other government agencies for assistance.
9. Bends, stoops, twists, and crouches for extended periods of time in order to conduct searches of vehicles, commercial building, persons, residences, or other property to investigate incidents, locate and apprehend suspects, or to deter threats to public safety in accordance with legal guidelines, training, and department policy; assists in search and rescue operations to locate crime victims or missing persons.

10. Uses appropriate methods of approved direct intervention, as needed, to subdue or restrain individuals; makes decisions regarding effective and appropriate use of force (up to and including deadly force), based on sound professional judgment, common sense, training, departmental policy and legal guidelines in order to protect the lives and safety of self, other public safety officers, emergency medical personnel, or members of the public.
11. Appears in court to testify in a variety of cases; meets with representatives of the Attorney General, District Attorney, Defense Counsel, or other agencies to provide testimony or information in response to subpoenas or for legal depositions.
12. Observes and assesses situations on an ongoing basis, and takes appropriate actions to prevent or resolve any potential public safety problems, using professional judgment and appropriate application of law and department policies.
13. Ensures equal protection and services to members of the public, regardless of culture, race, ethnicity, gender, immigrant status, political affiliation, life style, sexual orientation, and/or socio-economic backgrounds; communicates effectively with departmental staff, supervisors, superior officers, and other law enforcement or public safety representatives and media.
14. Understands, and enforces the policies and procedures adopted by the department and the laws as defined in State codes; supervises and trains personnel; investigates incidents involving subordinate employees, cases, and other work related matters; performs this type of work in conjunction with either superiors or subordinates in cases involving complex or sensitive matters; coordinates activities with subordinate employees, peers, and superiors (coordination duties are generally broad in scope, and deal with more than one organizational unit, section or detail).
15. Assumes an active role in complex duties and establishes and/or approves procedures for the routine duties; serves as liaison between line supervisors and management; serves as technical advisor to the former and omnibus person to the latter.
16. Makes decisions in all areas of assigned responsibility that are differentiated from lower-level decisions in that they generally affect more people, frequently deal with policy, and have great consequence in terms of impact.
17. Reviews and coordinates varied activities in accordance with departmental policies and procedures and laws; reviews oral and written communications with supervisory personnel and various agencies regarding difficult or technical law enforcement matters; reviews and interprets various State codes and departmental manuals in establishing proper work procedures.
18. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Federal, State and County statutes as they relate to law enforcement.
- Department policies, procedures, rules, and regulations.
- Case law and new court rulings and decisions.
- Principles and practices of supervision and counseling.
- Training and learning theory and techniques.
- Civil Service Rules, and methods of operation.
- Department Memoranda of Agreement.
- Budget processes.
- Factors affecting motivation, morale, and productivity.
- Organizational structure of Sheriff's Department and County.
- Data collection, analysis, and interpretation.
- Report writing techniques.
- County customer service objectives and strategies.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Supervise, train, and evaluate subordinate staff.
- Interpret statistical data for operational planning purposes.
- Provide good public relations.
- Effectively communicate orally and in writing.
- Comprehend and retain factual information pertaining to laws, statutes and policies, and accurately apply what is learned.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: two (2) years of successful experience as a Sheriff's Sergeant, AND, possession of an Intermediate P.O.S.T. Certificate.

Note: Possession of an Intermediate P.O.S.T. Certificate is **mandatory** to compete in this recruitment process. Other certificates (supervisory, etc.) will not be accepted.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

- Continuous upward and downward flexion of the neck.
- Frequent: Repetitive use of hands to operate computers, printers and copiers; Standing, walking, or sitting for long periods of time; bending and stooping, twisting of waist.
- Occasional: Reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.
- Vision: 20/100 uncorrected, correctable to at least 20/3.
- Fine finger dexterity to operate keyboards and writing materials.
- Continuous upward and downward flexion of neck.
- Comprehending auditory inputs; identifying and distinguishing various visual and audio inputs.
- Accurately identifying and distinguishing colors.
- Accurately identifying and distinguishing the smell of different chemicals and materials.
- Giving verbal commands in a clear, understandable voice.
- Lifting 100 pounds to waist-level and dragging 200 pounds 50 feet.
- Running fast for short distances.
- Exerting physical force for minutes at a time.
- Jumping across or over objects.
- Climbing various structures.
- Applying physical force against individuals.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

Intermediate P.O.S.T. Certificate

Working Conditions

Office and field environment; exposure to computer screens. May be required to subdue, restrain, or use physical force to maintain custody and/or control of inmates or suspects.

Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation that may include a psychological, polygraph or other examination or test.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of twelve (12) months (Civil Service Rule 4.2.5).

New: January 25, 1960

Revised: October 20, 1999

Reviewed: Spring 2004

Revised: March 31, 2006